

**UNITED STATES SECURITIES AND EXCHANGE COMMISSION
MERIT PROMOTION PLAN
VACANCY ANNOUNCEMENT**

Announcement Number: 04-243-DA	Opening Date: 09/13/2004	Closing Date: 09/17/2004
POSITION TITLE Secretary (OA) (This is a Non-Bargaining Unit Position)	FULL PERFORMANCE LEVEL SK-318-9	
PAY PLAN, SERIES, GRADE, AND SALARY SK-318-09 (\$45,364 - \$65,306)	COMPETITIVE CIVIL SERVICE STATUS REQUIRED	
NUMBER OF VACANCIES One	WORK SCHEDULE Full Time	
AREA OF CONSIDERATION (U.S. Citizenship Required) Federal Government Employees Reinstatement Eligibles, VEOA Eligibles, and ICTAP Eligibles	ORGANIZATION AND DUTY STATION Office of the Executive Director Washington, D.C.	
FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT: www.sec.gov/jobs.shtml		

SUMMARY OF DUTIES:

This position is located in the Office of the Executive Director and will serve as secretary to the Executive Director with the full range of administrative, clerical, and secretarial responsibilities for the office. Incumbent maintains calendar of the Executive Director and schedules appointments without prior approval based on knowledge of priorities, current important issues and personal preferences of the Executive Director. Reviews correspondence for signature of Executive Director for proper format, procedural conformance, sufficient supporting documents, typographical and grammatical accuracy, and appropriateness of attachments. Composes and prepares correspondence on non-technical matters and handles other administrative duties. Performs the full range of timekeeping and travel duties for the office. Refers callers and visitors to the appropriate staff member or organization and personally provides information on routine matters. Serves as administrative contact for the Office of the Executive Director. Incumbent is responsible for typing correspondence, memoranda, charts, speeches, talking points, and reports, and maintaining office files.

QUALIFICATIONS REQUIRED: (Indicate where, when and how you acquired the experience)

You are required to meet the minimum qualification requirements below to be considered for this position. These requirements are in accordance with the U.S. Office of Personnel Management Qualification Standards Handbook. Your application should clearly show that you possess the basic requirements and specialized experience. **Candidates must have at least 52 weeks of specialized experience at the next lower grade level and be a qualified typist, i.e. type at least 40 wpm.**

QUALITY RANKING FACTORS: The quality ranking factors below will be used to rate and rank only the application(s) that meet all Qualifications Required.

1. Ability to effectively communicate with all levels of Commission staff, including senior management, the public, and business associates from outside the Commission.
2. Ability to independently organize and control work flow with minimal instruction.
3. Ability to proficiently use word processing equipment and various software such as Word, Excel, and Access.
4. Ability to work effectively and efficiently under frequent conditions of fluctuating pressures and deadlines such as, responding to urgent request to/from the Hill.
5. Ability to use the Commission's time and attendance and travel systems.

EVALUATION OF CANDIDATES

All applications will be evaluated against the qualifications required for the position and may be evaluated by a panel of subject matter experts based on the information in your application.

Candidates **with** current civil service status who meet the Qualifications Required will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the Quality Ranking Factors in accordance with the SEC Merit Promotion Plan.

If you are a displaced Federal employee (ICTAP Eligibles) you must attach to the front of your application proof of eligibility, such as a SF-50 and/or RIF letter. If you are a displaced Federal employee separated within the local commuting area of the position, your application will be reviewed to determine minimum qualification requirements and, if you are found minimally qualified, then your application will be rated to determine whether you meet the well qualified criteria established for the position. A well-qualified displaced candidate will be referred before any other qualified candidates inside and outside of Federal service. All applicants will also be evaluated against the qualifications required for the position and evaluated by a panel of subject matter experts. If you DO NOT address the quality ranking factors to clearly describe the extent of your experience, you may be determined ineligible or receive a low rating.

VEOA Eligibility: Veterans who are preference eligible candidates or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply.

HOW TO APPLY

You must submit: A resume; the Optional Application for Federal Employment; or any other written format of your choice which clearly identifies; 1) The announcement number, title and grade of the job you applied for and 2) Information required in the OPM pamphlet "Applying for a Federal Job". You should also include the following, if applicable:

1. A separate sheet that clearly addresses the specific Quality Ranking Factors.
2. **Your most recent performance appraisal. Federal employees are not eligible for merit promotion unless they have at least a fully satisfactory rating.**
3. Copy of SF-50, Notification of Personnel Action, to verify Federal competitive civil service status and **your grade and step.** Your last promotion or within grade increase is best.
4. Personal Information Sheet (optional)

IF YOU DO NOT PROVIDE ALL THE INFORMATION REQUESTED, YOU MAY LOSE CONSIDERATION FOR THIS POSITION. None of these forms will be subsequently lent or returned to applicants.

FILING APPLICATIONS

Hand delivered applications from within **headquarters** must be personally accepted and date stamped in OHR Mini-Personnel Office, Room 1120, or OHR Operations Center Office on or before the vacancy announcement closing date. Applications sent **by mail** must be received on or before the closing date of the vacancy announcement. All application materials must be submitted within the prescribed deadline.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. In accordance with agency policy, SEC will only accept FAX applications if there is evidence that they were not sent from Federal Government FAX machines. Applicants are reminded of legal prohibitions against the use of Government envelopes or other property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.205, 39 U.S.C. and 18 U.S.C.

WHERE TO FILE

U.S. Securities and Exchange Commission
Office of Human Resources
6432 General Green Way
Alexandria, VA 22312
Attn: Peggy Holland, Mail Stop O-1
Fax: (703) 914-0556 Voice: (202) 942-4083

ADDITIONAL INFORMATION

Candidates must meet all eligibility requirements within two weeks of the closing date of the vacancy announcement.
Moving expenses___ will X will not be paid.

EQUAL EMPLOYMENT OPPORTUNITY: All candidates will be considered without regard to any non-merit reason such as age, race, color, sex, religion, sexual orientation, national origin, or disability status.

SEC provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OHRAS. The decision on granting reasonable accommodation will be on a case-by-case basis.

"Security Clearance: The individual selected may be subject to a security investigation. Favorable results on a Background investigation may be a condition of employment or selection to another position."